



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

OCT 28 2002

Department of the Interior Acquisition Policy Release (DIAPR) 2002-4, Amendment 1

Subject: Reporting Charge Card Transactions in the Interior Procurement Data System

1. **Purpose.** To provide clarification on certain information provided in DIAPR 2002-4.
2. **Effective Date.** October 1, 2001 (FY 2002 1st Quarter actions).
3. **Expiration Date.** This amendment remains in effect until canceled or superseded.
4. **Background and Explanation.** Some questions have been posed to the Office of Acquisition and Property Management following issuance of DIAPR 2002-4, "Reporting Charge Card Transaction in the Interior Procurement Data System," on March 28, 2002. The following information is provided to clarify transaction reporting requirements outlined in DIAPR 2002-4.

1. DIAPR 2002-4 authorized each bureau to develop its own policy as whether it would report *charge card purchase transactions* valued between \$2,500 (\$2,000 for construction) and \$25,000 to the Interior Procurement Data System (IPDS)(through the Interior Department Electronic Acquisition System (IDEAS)). To clarify, this option applies only to transactions between \$2,500 (\$2,000 for construction) and \$25,000 *for which the charge card purchase business line is used as a method of payment.* The option does **not** apply to delivery orders, purchase orders, Blanket Purchase Agreement calls or other acquisition instruments for requirements with dollar values over \$500 for which payment is made by means other than the charge card purchase business line. Therefore, delivery orders, purchase orders, Blanket Purchase Agreement calls and other acquisition instruments for requirements over \$500 that are **not** paid for through the charge card purchase business line must be reported to the IPDS through IDEAS.

2. As indicated in DIAPR 2002-4, should a bureau elect to report charge card purchase transactions between \$2,500 (\$2,000 for construction) and \$25,000 to the IPDS, the Standard Form 281 report is normally used. The same reporting requirement holds true for transactions over \$500 not acquired and paid for through the charge card purchase business line. *However, when any transaction with a dollar value over \$500 (regardless of procurement/payment method) is for the acquisition of services in any of the four Small Business Competitiveness Demonstration Program (SBCDP) service categories, i.e., construction (excluding dredging), refuse systems and related services, architectural and engineering services (including mapping and surveying), or non-nuclear ship repair, related data must be reported through IDEAS on a Standard Form 279, Individual*

Contract Action Report. Again, this SBCDP reporting requirement applies to *all* acquisitions in the four SBCDP service categories over \$500 regardless of whether procurement/payment is made by charge card or other means.

5. **Action Required.** Immediate attention is requested in disseminating and implementing the above guidance within your bureaus/offices. If you have any questions, please contact Patricia Corrigan, Office of Acquisition and Property Management on 202-208-1906.


Debra E. Sonderman, Director,
Office of Acquisition and
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